7.8 PERCENT CHANGE IN TIME (PCNT)

Overview

The procedures described in this section are for increasing or decreasing the percent of full time an academic employee will be working.

Increasing or decreasing the percent of full-time the employee is working may change certain benefits and entitlements to the employee. Listed below are things to consider when an employee increases or decreases their time:

- Eligibility for accrual of both vacation and sick leave. Refer to *Appendix C, Leave/Vacation Accrual Codes and Rates* for guidelines.
- Possible changes in Benefit Eligibility.
- Eligibility for UCRP membership. Refer to *Section 4.9, Retirement/FICA Coding* for guidelines.

Policy Summary

For non-voluntary reduction in time in an academic title, refer to *Campus Academic Personnel/Procedures Manual (004-145)*.

Before You Start

1. Obtain required approval to perform the percent change.
2. Work with the employee to complete the following form: Benefits Eligibility Level Indicator (BELI) form (UPAY 726), if applicable.
3. Advise employee to contact Benefits about possible Benefits ramifications.

Data Entry

Enter data for changing an employee's percentage of full time via the PCNT bundle. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel-Miscellaneous)

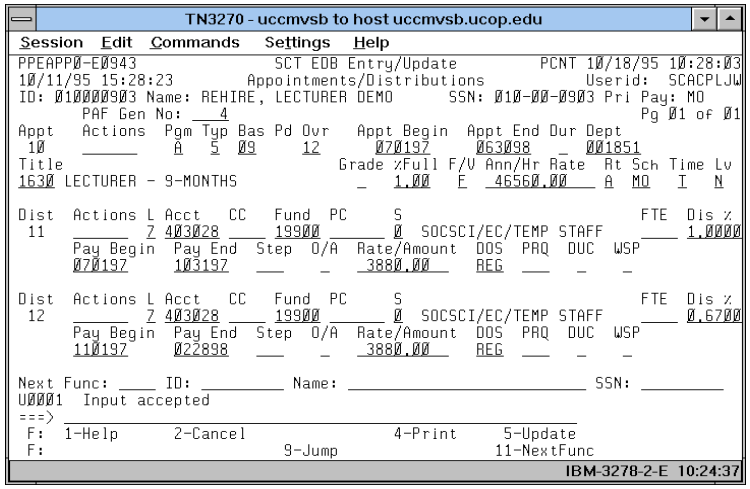
Accessing the PCNT Bundle

1. Log on the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **PCNT** and the **employee ID number**, then press **Enter**.

The EAPP function is displayed.

Completing the EAPP Function

THE EAPP(APPOINTMENTS/DISTRIBUTIONS) FUNCTION


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E0943 SCT EDB Entry/Update PCNT 10/18/95 10:28:03
10/11/95 15:28:23 Appointments/Distributions Userid: SCACPLJW
ID: 010000903 Name: REHIRE, LECTURER DEMO SSN: 010-00-0903 Pri Pay: MO
PAF Gen No: 4 Pg 01 of 01
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept
10 A 5 09 12 070197 063098 001851
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
1630 LECTURER - 9-MONTHS 1.00 F 46560.00 A MO I N
Dist Actions L Acct CC Fund PC S FTE Dis %
11 7 403028 19900 0 SOCSCI/EC/TEMP STAFF 1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
070197 103197 3880.00 REG
Dist Actions L Acct CC Fund PC S FTE Dis %
12 7 403028 19900 0 SOCSCI/EC/TEMP STAFF 0.6700
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
110197 022898 3880.00 REG
Next Func: ID: Name: SSN:
U0001 Input accepted
===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 11-NextFunc
IBM-3278-2-E 10:24:37

EAPP Notes and Tips

- If this is a permanent change in percent time, end the current appointment date. A temporary change in the percent of time does not change the intent of the employee's appointment, therefore you would not end the current appointment. *Always* end the current distribution and begin a new distribution.
- If change in percent of time is temporary, always create an additional distribution to bring the employee back to their original percent of full time.
- The FTE does not change for a temporary change in percent of time. Refer to *Section 2.4, Staffing List, Timefile & Temporary Change in Percent Time*, for more details about setting up this action.

Appointment Level Procedure

1. Navigate to appointment end date field. Enter the end date for the current appointment, if necessary (see *EAPP Notes and Tips*).
2. Press **F9 Jump** to navigate to the command line and type **"add a"** to set up the first available appointment, if necessary.
3. Enter data in the following fields as applicable:

Actions (Action Code)	Leave Blank. Personnel Action Code for change in percent of time is system derived.
Pgm	A system derived code indicating the personnel program associated with the appointment.
Typ	Enter 5 (academic) The code indicates the appointment type associated with the appointment.
Bas	A code which indicating the service period on which an appointment is based. Press F1 Help for valid codes.
Pd Ovr	A code indicating the number of months in the year over which the salary for the appointment will be paid. Press F1 to see valid codes.
Appt Begin	Enter the date on which the appointment is effective in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in format: MMDDYY. If the appointment is indefinite or tenured, enter 999999.

Dur	If indefinite, enter **(I)**. If tenured enter (**T**). If appointment has a definite end date, leave blank.
Title	A code indicating the position or classification title for the appointment. Press F1 to see valid codes.
Grade	Leave blank.
%FULL	Enter the percentage of time that the employee is expected to work. Full time is represented as 1.00.
F/V	Enter the code representing whether the amount of time worked in the appointment is fixed **(F)** or (**V).**
Annual/Hr	Enter the annual salary or the hourly rate associated with the appointment.
Rt	Enter the code that indicates whether the rate of pay is annual **(A)** hourly **(H),** or by-agreement **(B).**
Sch	Enter the code that indicates which pay schedule the appointment will be paid, either Monthly Current (**MO**) or Monthly Arrears (**MA).**
Time	Enter the code that represents the method or reporting time for the appointment. Enter T for Exception Time Reporting or enter A for Positive Time Reporting, W if without salary.
Lv	Enter the leave accrual code that indicates the rate at which vacation and sick leave will be accrued. See *Appendix C, Leave/Vacation Accrual Codes and Rates* for a list of valid codes.

Distribution Level Procedure

1. End the original distribution the date before the new percent of time is effective.
2. **F9 Jump** to the command line. Create the next available distribution via the **"copy xx to xx"** command or by typing **"add d."**
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Leave blank. Personnel Action Code for Change in Percent of time is system derived.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0 or 2 as applicable.
FTE	The percentage of the budgeted position which the distribution represents, if applicable. Full time is represented at 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/ fund. Full time is represented at 1.0000.
Pay Beg	Date on which the pay should be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/ fund, in the format: MMDDYY. If indefinite or tenured, enter 999999.
Step	The step within the salary range associated with the title code. Enter as one-digit for academics.

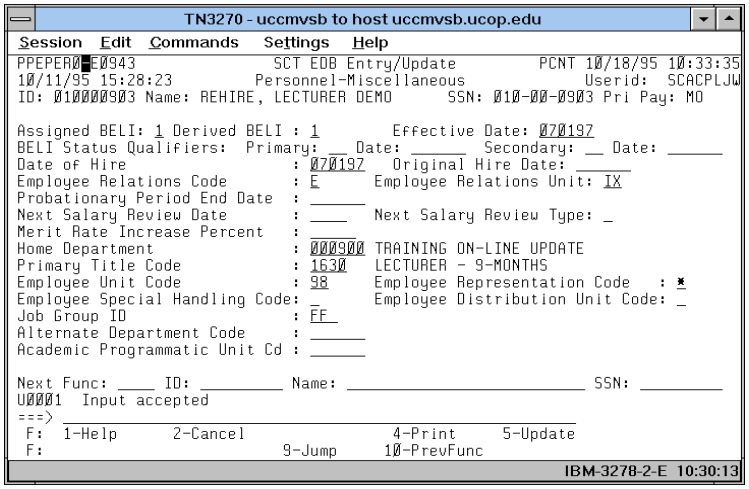
O/A	Code indicating that the academic employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly or hourly amount associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. This code does not change if the only change is a percent change in time. Press F1 Help to see valid codes.
PRQ	A code indicating the type of perquisite provided
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.
WSP	Not used for academics.

3. Press **Enter** to invoke range/value edits.
4. Press **F11 Next Func** to continue to the next function.

Note: If this is a temporary action, the employee will need a distribution to return them to their original percent of time.

Completing the EPER Function

THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEPER0E0943 SCT EDB Entry/Update PCNT 10/18/95 10:33:35
10/11/95 15:28:23 Personnel-Miscellaneous Userid: SCACPLJW
ID: 010000903 Name: REHIRE, LECTURER DEMO SSN: 010-00-0903 Pri Pay: MO
Assigned BELI: 1 Derived BELI : 1 Effective Date: 070197
BELI Status Qualifiers: Primary: __ Date: ______ Secondary: __ Date: ______
Date of Hire : 070197 Original Hire Date: ______
Employee Relations Code : E Employee Relations Unit: IX
Probationary Period End Date : ______
Next Salary Review Date : ____ Next Salary Review Type: _
Merit Rate Increase Percent : _____
Home Department : 000900 TRAINING ON-LINE UPDATE
Primary Title Code : 1630 LECTURER - 9-MONTHS
Employee Unit Code : 98 Employee Representation Code : *
Employee Special Handling Code: _ Employee Distribution Unit Code: _
Job Group ID : FF
Alternate Department Code : ______
Academic Programmatic Unit Cd : ______
Next Func: ____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
===> _____
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 10-PrevFunc
IBM-3278-2-E 10:30:13

Notes and Tips

- Press **F11 Next Func** if information is current and not effected by the change in percent time worked.
- A change in percent of time worked may affect an employee's BELI Code or Sabbatical Leave Credit accrual.

The EPER Procedure

1. Enter data in the following fields, as applicable

Assigned BELI	Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press Fl Help to see valid codes.
Effective Date	Date the employee becomes eligible for any health benefits indicated by the BELI code.

2. If changes were made, press **Enter** to invoke range/value edits.
3. This is the last function of the PCNT bundle. Proceed to *Review.*

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the PCNT bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function you were at when you updated the action to make the appropriate corrections. Then do one of the following:
    - Press **F5 Update** to invoke PAN.
    - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.
- If a change in BELI was effected by the Percent Change in Time, forward the completed BELI form to Payroll.